

RESOLUTION NO. 3812

ADOPTING SPECIFICATIONS AND SALARIES
FOR ASSISTANT FINANCE DIRECTOR AND
CHIEF SEWAGE PLANT OPERATOR.

RESOLVED, by the City Council of the City of Lodi, that the class specifications and salary range for Assistant Finance Director and Chief Sewage Plant Operator, copies of which are annexed hereto and made a part hereof as if set forth in full herein, are hereby approved and adopted as class specifications and salary range in the Classified Personnel Service of the City of Lodi and said specifications and salary range shall apply as of this date.

Dated: August 15, 1973

I hereby certify that Resolution No. 3812 was passed and adopted by the City Council of the City of Lodi in regular meeting held August 15, 1973 by the following vote:

Ayes: Councilmen - Ehrhardt, Katnich, Pinkerton,
Schaffer and Hughes

Noes: Councilmen - None

Absent: Councilmen - None


Bessie L. Bennett
City Clerk



ASSISTANT FINANCE DIRECTOR

Salary Range: \$1028 - \$1079 - \$1133 - \$1190 - \$1249

DEFINITION

Under general direction, to assist in planning, directing and coordinating the activities of the Finance Department with primary emphasis on financial management including systems design and installation; to perform professional accounting work; to assist in the development of municipal accounting techniques and procedures; to represent the Finance Director in his absence; to perform City's purchasing duties; and to do related work as required.

EXAMPLES OF DUTIES

Plans, installs and reviews the City's accounting systems and procedures including payroll, general ledgers, business license, utility billing and utility collection accounting; reviews, evaluates and makes recommendations on methods of improving operational practices and procedures so they may be easily adopted to EDP; assists in the selection, evaluation and training of departmental personnel; assists in the preparation of the City's preliminary operating and capital budgets; assists in the development and maintenance of budgetary planning, control and management systems; develops revenue and expenditure projections and performs complex statistical analyses; consults with City administrative staff and department heads regarding accounting and fiscal problems; prepares periodic financial statements and year-end reports; handles complaints arising from the City utilities operations.

DESIRABLE QUALIFICATIONSKnowledge of:

Principles and practices of governmental accounting and auditing, and their application to municipal operations;
Basic principles and practices of Electronic Data Processing, and its applications to municipal operations;
State Laws, and local ordinances and resolutions affecting municipal operations
Principles and practices of municipal finance administration, including budget preparation and administration;
Municipal management principles and techniques;
Principles of supervision and training.

and

Ability to:

Analyze and interpret fiscal and accounting records and data;
Identify, develop, and implement new and improved accounting record-keeping, and auditing procedures for municipal operations;
Identify, develop, and implement new and improved data processing applications for finance management.

DESIRABLE QUALIFICATIONS continued

Prepare accurate, concise, comprehensive financial and statistical reports;
Plan, assign, supervise, and evaluate work of and train, assigned personnel;
Work tactfully and effectively with those contacted in the course of work;
Learn, understand, interpret, and apply laws, rules and regulations to specific municipal accounting and financial situations.

and

Experience: Three years of increasingly responsible experience in municipal finance, governmental accounting, preferably including duties that involved a knowledge of EDP systems.

Education: Equivalent to graduation from an accredited four-year college or university with a degree in accounting, business administration, finance or a closely related field.

CHIEF SEWAGE PLANT OPERATOR

DEFINITION Salary Range: \$866 - \$909 - \$955 - \$1003 - \$1054

Under general direction, to supervise the operation of the sewage treatment plant; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

The Chief Sewage Plant operator is in immediate charge of the activated sludge sewage treatment plant. He is required to be thoroughly trained in treatment plant operation and makes routine tests of sewage flow and suspended solids and to make necessary operational adjustments. Work is supervised by the Water and Sewer Supervisor. Occasional inspections are made by the County, State Health Departments, and Regional Water Quality Control Board.

EXAMPLES OF DUTIES

Supervises journeyman plant operators assigned to the sewage treatment plant in the regular inspection of plant facilities, directing cleaning and maintenance schedules for grounds and equipment; takes samples of sewage in various stages of treatment for analysis as to settleable and suspended solids, dissolved oxygen, five day biochemical-oxygen demand, and Ph; makes necessary adjustments in plant operations on the basis of analysis findings; orders supplies as are needed for efficient plant operation; prepares reports and keeps records of personnel and sewage treatment operations.

LICENSE

Possession of an appropriate California Operators license issued by the State Department of Motor Vehicles.

Possession of State Water Resources Control Board class III certification or CWPCA class II certification.

Must be able to obtain Water Resources Control Board Class IV certification by January 1, 1976.

DESIRABLE QUALIFICATIONSKnowledge of:

Sewage collecting systems, sewage treatment plant operations, and the materials, methods, tools and equipment used in the facility;

Mechanical and electrical equipment installation, maintenance and repair;

Objectives and processes of the chemical testing and analyses of sewage.

and

CHIEF SEWAGE PLANT OPERATOR -- 2

DESIRABLE QUALIFICATIONS

Ability to:

Train employees engaged in operating the sewage Treatment plant,
to plan and supervise their work and get them to work together
effectively;

Prepare comprehensive reports and to keep accurate records.

Education: Equivalent to completion of twelfth grade plus 16 educational
points as defined by State Water Resources Control Board.

Experience: Four years of experience in the operation of a waste water
treatment plant.

Any combination of additional education or experience which meets State
requirements for Class III certification by the State Water Resources Control
Board and which will allow for Class IV certification by January 1, 1976 may
be substituted.